

California Housing Finance Agency

Job Opportunity

Associate Personnel Analyst Vacancy #235

Salary Range	\$4400-5348
Final File Date	Open Until Filled
Division/Section	Administration Division, Human Resources Section
Specific Location	14 th & L Streets, Downtown Sacramento
Tenure & Time base	Permanent & Full Time
Number of Positions	One
Questions?	Contact Tanishia Hodge at 916-322-1948, thodge@calhfa.ca.gov California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Eligibility	<p>State Employees: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list.</p> <p>Non-State Employees: To be considered for this vacancy, you must have established eligibility. Eligibility is established by competing successfully in an appropriate exam. Often, exams are not offered at the same time as job opportunities. Your first step in getting a job with the state will be to establish list eligibility by competing in an exam. We post our exams on our web site's exam page http://www.calhfa.ca.gov/about/employment/exams.htm and on the State Personnel Board's web site.</p> <p>To learn more about exams, how to get a job with the state, and the state's hiring process in general, visit the State Personnel Board's web site at http://www.spb.ca.gov/jobs/faq/non_state_employee_information.htm</p> <p>STATE YOUR ELIGIBILITY FOR THIS VACANCY IN SECTION 12 OF YOUR APPLICATION – YOUR APPLICATION MATERIAL MAY NOT BE CONSIDERED WITHOUT THIS INFORMATION.</p> <p>SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.</p>
How to Apply	<p>A separate application is required for each of our vacancies. The HR Office will not make copies of applications. Applications with multiple vacancies will be considered only for the first vacancy listed on the application.</p> <p>Submit a standard State application form (resume may be attached) to: Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's web site at www.spb.ca.gov or by contacting CalHFA.</p> <p>SPECIFY ON YOUR APPLICATION THAT YOU ARE INTERESTED IN VACANCY #235, ASSOCIATE PERSONNEL ANALYST</p>
Duties	<p>Under the general direction of the Deputy Director of Administration, the Associate Personnel Analyst (APA), in collaboration with other HR Team members performs a variety of complex personnel work for the Agency. Duties include but are not limited to the following:</p> <p><u>Essential Duties and Responsibilities:</u></p> <p>35% Review and analyze requests to establish and/or reclassify positions to determine appropriateness of proposed classification; review and, if appropriate, make recommendations for approval regarding training and development plans, special hiring rates, transfer determinations, personnel appointments, out-of-class assignments, pay differential requests, and other related actions; conduct on-site position audits as needed and make recommendations on the appropriate classification; review existing organizational structures and duty statements, and make recommendations for appropriate revisions; develops new organizational charts and duty statements.</p> <p>20% Assist in the development of policies and procedures relating to the personnel management program of the CalHFA; prepare analysis of proposed State Personnel Board and Department of Personnel Administration rule changes affecting personnel management practices; prepare various reports and miscellaneous correspondence. Represent the CalHFA in meetings, conferences, and hearings; consult with and advise management and staff on personnel practices and procedures.</p> <p>10% Develop and prepare proposals for the establishment of new classifications and the revision of existing specification; consult with and</p>

Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

	<p>advise management in the development or revision of classifications; conduct classification, pay, and other studies relating to personnel management.</p> <p>10% Provide consultation to managers and supervisors regarding employee issues and the disciplinary process related to performance and behavior issues; assist in the preparation of various forms of counseling and corrective memos; work closely with the Legal Division in the drafting, preparation, and proper service of adverse actions, rejections on probation, AWOL separations, etc., and provide training on the progressive discipline process. Advise management regarding the interpretation and application of bargaining unit contracts; investigate and respond to employee grievances.</p> <p>10% Attend required training to keep current on legal issues and procedures related to the duties of the position. Develop and present training on personnel-related subjects as required.</p> <p><u>Marginal Duties and Responsibilities</u></p> <p>10% Serve as Employee Assistance Program Coordinator for the Agency. Assist managers and supervisors with EAP issues and related matters; serves as Chairperson on Qualification Appraisal Panels.</p> <p>5% Perform other duties as required, related to the class.</p> <p><u>Desirable Qualifications:</u></p> <ul style="list-style-type: none">• Human Resources experience• Proficiency in Microsoft Visio• Regular attendance
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